

# HSS ENROLLMENT APPLICATION 2011-2012 : RETIREE

You must submit a completed enrollment application and any required documentation to HSS within **30 days** of your initial benefits eligibility date or within **30 days** of a qualified change in family status. Please refer to your HSS Benefits Guide or visit [myhss.org](http://myhss.org) for details. **Keep yellow copy for your records.**

## 1 APPLICATION TYPE

- New Retiree     
  Marriage/Partnership     
  Divorce/Separation/Dissolution     
  Birth/Adoption  
 Ineligible     
  Other Coverage     
  Other \_\_\_\_\_

## 2 YOUR PERSONAL INFORMATION

Last Name		First Name		Initial
Street Address (no P.O. boxes)		City	State	Zip Code
Social Security Number	Birth Date MM/DD/YYYY	Gender M/F	Home Telephone Number	
eMail Address			Cell Telephone Number	

## 3 YOUR MEDICARE INFORMATION

Complete this section if you are eligible for Medicare. If you are not yet eligible for Medicare, leave this section blank.

Medicare Claim Number (as it appears on card)	Medicare Part A Effective Date MM/DD/YYYY	Medicare Part B Effective Date MM/DD/YYYY
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## 4 CHOOSE YOUR MEDICAL PLAN

- Blue Shield HMO\*   
  Kaiser HMO\*   
  City Plan PPO  
 No Medical Coverage

\*To enroll in these plans you must live in an area serviced by the HMO. Please refer to your HSS Benefits Guide or contact the HMO to verify your eligibility.

## 5 CHOOSE YOUR DENTAL PLAN

- Delta Dental PPO   
  Pacific Union DMO\*   
  DeltaCare USA DMO\*  
 No Dental Coverage

\*To enroll in these plans you must live in an area serviced by the DMO. Please refer to your HSS Benefits Guide or contact the HMO to verify your eligibility.

## 6 TO ADD OR DROP ANY DEPENDENTS FROM YOUR MEDICAL AND/OR DENTAL COVERAGE, PLEASE LIST BELOW.

You must submit required eligibility documentation for the initial enrollment of any dependents. See the reverse side of this form for details.

Medical	Dental	Dependent Last Name	Dependent First Name	MM/DD/YYYY Birth Date	M/F	Social Security Number	Relationship
Add Drop <input type="checkbox"/> <input type="checkbox"/>	Add Drop <input type="checkbox"/> <input type="checkbox"/>						
Add Drop <input type="checkbox"/> <input type="checkbox"/>	Add Drop <input type="checkbox"/> <input type="checkbox"/>						
Add Drop <input type="checkbox"/> <input type="checkbox"/>	Add Drop <input type="checkbox"/> <input type="checkbox"/>						

## 7 DEPENDENT MEDICARE INFORMATION

List all Medicare eligible dependents. If none of your dependents are eligible for Medicare, leave this section blank.

Dependent Last Name	Dependent First Name	as it appears on card Medicare Claim Number	Effective Date - MM/DD/YYYY Medicare Part A	Effective Date - MM/DD/YYYY Medicare Part B

## 8 SIGNATURE & CERTIFICATION

**Under penalty of perjury I certify** that the information entered on this document is true and correct. I give the persons administering the plans in which I enroll and/or their agent's permission to verify any and all information. **It is my responsibility to notify the Health Service System when a dependent becomes ineligible. I agree to assume full financial responsibility** for all expenses and to reimburse and indemnify the plans and the Health Service System for any benefits paid for myself and/or my dependents if I or my dependents prove to be ineligible to participate in the plans or to receive such benefits. I also understand that the falsification of information on this document may violate applicable laws, rules and regulations and could lead to disciplinary action, dismissal and/or legal action. I have read and accept the terms and conditions on this side and the reverse side of this form. A copy of this form is as valid as the original.

**Kaiser Binding Arbitration Agreement:** If enrolled in the Kaiser plan, it is understood that any dispute as to medical malpractice, that is as to whether any medical services rendered under this contract were unnecessary or unauthorized or were improperly, negligently or incompetently rendered, will be determined by submission to arbitration as provided by California law, and not by a lawsuit or resort to court process except as California law provides for judicial review of arbitration proceedings. Both parties to this contract, by entering into it, are giving up their constitutional right to have any such dispute decided in a court of law before a jury, and instead are accepting the use of arbitration. The full binding arbitration provision is included in the Kaiser Evidence of Coverage.

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Mail or deliver form to: HSS, 1145 Market Street, 2nd Floor, San Francisco, CA 94103      Fax forms to: (415) 554-1721      HSS phone: (415) 554-1750

**Health Service System**

Enrolled by: \_\_\_\_\_ Date: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

CITY & COUNTY OF SAN FRANCISCO

# ENROLLMENT APPLICATION: TERMS AND CONDITIONS

**Your signature on the front of this form signifies your authorization, understanding of and agreement to the following:**

- The Health Service System will only enroll you and your eligible dependents in the benefit elections indicated on this form and for which you are eligible.
- You authorize the Health Service System to deduct in advance of each applicable coverage period from pension benefits due you any contributions required on your part to provide healthcare coverage for yourself and any eligible dependents listed on this form, and to remit such amounts to the benefit plans you have designated. This deduction may also include contribution amounts which are delinquent and due to the Health Service System.
- Your participation in the Health Service System is subject to all applicable laws, rules and regulations (including but not limited to, the rules and regulations of the Health Service System), as the same may be amended, modified or supplemented from time to time.
- You will not be able to make any changes to the benefit elections indicated on this form during the Plan year (July 1-June 30) unless you have a qualifying family status change. Refer to your Benefits Guide for complete details.
- Any misstatement of fact made by you with respect to the eligibility of any dependent or any other matter contained on this form will make you subject to reimbursement of premium and claims costs on a retroactive basis and legal action.
- The terms and conditions of each medical/dental plan are contained in the individual plan documents available through each plan provider. If any difference exists between the plan documents and any descriptions, charts or summaries provided by the Health Service System, the terms and conditions of the plan documents will govern.
- THAT SOME OF THE HEALTH PLANS OFFERED BY THE HEALTH SERVICE SYSTEM CONTAIN A CLAUSE REQUIRING RESOLUTION OF MEDICAL MALPRACTICE AND OTHER DISPUTES THROUGH BINDING ARBITRATION. This clause expressly provides that when you select the applicable plan, you give up the right to a jury or court trial for resolution of these disputes. To determine whether the plan you have selected contains such a clause and, if so, what the exact terms and conditions of such clause are, consult the individual plan document available through applicable Plan Provider.
- You authorize any person, hospital or entity that has rendered medical or dental services to you or any dependent(s) listed on this form to make available to the health plan, to such extent as may be lawful, any information, records or photographs regarding such services if requested by the health plan. Such information may also be released to persons or entities which, in conjunction with, or at the direction of the medical plan are conducting a review of cost, quality and/or appropriateness of services rendered.
- You agree to complete and submit to the plan provider any necessary forms, consents, releases, assignments, applications, questionnaires and other documents that the plan or HSS may reasonably request.
- You agree that if you or any dependent listed on this form becomes ineligible at any time for the coverage available through the Health Service System, you will promptly notify the Health Service System and submit all requested documentation.
- All healthcare services provided or benefits paid on behalf of any ineligible employee or dependent are subject to collection by the health plan involved or by HSS.
- The following documentation is required, in addition to a completed HSS Health Benefits Enrollment Application, for any eligible individual's initial enrollment:

### Required Eligibility Documentation

	EVIDENCE OF RETIREMENT	MARRIAGE CERTIFICATE	DOMESTIC PARTNER REG	BIRTH CERTIFICATE	ADOPTION CERTIFICATE	PROOF OF PLACEMENT	COURT ORDER OR DECREE	MEDICAL EVIDENCE	SOCIAL SECURITY #	MEDICARE CARD
Retiree	■								■	■
Spouse		■							■	■
Domestic Partner			■						■	■
Child: Natural				■					■	
Child: Adopted					■				■	
Child: Placed for Adoption						■			■	
Step Child: Spouse		■		■					■	
Step Child: Domestic Partner			■	■					■	
Child: Legal Guardianship							■		■	
Child: Court Ordered							■		■	
Adult Child: Disabled								■	■	■

Note: Proof of Medicare enrollment is not required for a retiree, spouse, partner or disabled child who is not eligible for Medicare per Social Security Administration eligibility rules.

### Additional Terms and Conditions for Medicare Enrollees

- I understand that Kaiser Permanente Senior Advantage and Blue Shield 65 Plus are Medicare Advantage plans, and both Kaiser and Blue Shield of California have contracts with the federal government, and that I must maintain my enrollment in Medicare Part A and B and meet all other eligibility requirements to participate in these plans.
- I understand that if I elect the Blue Shield of California Medicare Coordinated medical plan, the pharmacy plan offered in addition to this medical plan is a Part D Medicare prescription drug plan known as Blue Shield of California Medicare Rx Plan and Blue Shield has a contract with the federal government. I also understand that I must maintain my enrollment in Medicare Part A and/or B, reside in the service area and be retired from the City and County of San Francisco to participate in this plan.
- I understand that I can only be in one Medicare Advantage plan or one Medicare prescription drug plan at a time. I understand that my enrollment in Kaiser Permanente Senior Advantage, Blue Shield 65 Plus, or the Blue Shield of California Medicare Rx Plan will automatically end my enrollment in any other Medicare Advantage plan or Medicare prescription drug plan, regardless of sponsoring employer.
- I will read the applicable HSS Medicare Plan Evidence of Coverage document to know which rules I must follow in order to receive coverage in these HSS Medicare Plans.
- I acknowledge that the applicable HSS Medicare Plan will release my information to Medicare and other plans as is necessary for treatment, payment, and health care operations. I also acknowledge that these HSS Medicare Plans will release my information, including any prescription drug event data to Medicare, who may release it for research and other purposes which follow all applicable federal statutes and regulations.
- I understand that once I become a member of one of these HSS Medicare Plans, I have the right to appeal plan decisions about payment or services.

**Health Service System**

CITY & COUNTY OF SAN FRANCISCO

MYHSS.ORG